



**DEPARTMENT OF ENERGY**

**PRINCETON SITE OFFICE**

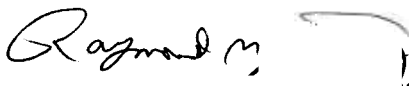
**BUSINESS MANAGEMENT**  
**PROCEDURE**

**PROCEDURE 1-20**

**AUDIT, APPRAISAL, SURVEY RESOLUTION**

**REVISION 1**

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ANNUAL REVIEW	
<u>Reviewer</u>	<u>Date</u>
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## AUDIT, APPRAISAL, SURVEY RESOLUTION

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#### Attachment - Process Flow Chart - Audit/Appraisal/Survey Resolution

**STOP WORK AUTHORITY:** When an unsafe or unhealthy condition or an adverse impact to the environment is observed, all Princeton Site Office (PSO) staff have full authority to stop work. See PSO Procedure 3-11 for implementation.

## **AUDIT, APPRAISAL, SURVEY RESOLUTION**

### **1.0 PURPOSE**

To ensure that corrective actions are implemented for all reports containing recommendations related to PSO or the Princeton Plasma Physics Laboratory (PPPL). The purpose of this procedure is also to disseminate information provided in various audit, appraisal, or survey reports that may be related to or of interest to the operations of the Department of Energy (DOE), PPPL or Princeton University (PrUn).

### **2.0 SCOPE**

This procedure covers audit reports received from PrUn, the Office of Inspector General (OIG), and other external sources such as the General Accounting Office (GAO). It also covers appraisals or surveys performed by DOE Headquarters (HQ), CH, or PSO.

### **3.0 RESPONSIBILITIES AND AUTHORITIES**

#### **3.1 Financial Specialist (FS)**

Will review various audit, appraisal, or survey reports and inform the Business Management Team Leader (BMTL) of any further required actions including suggested remedies and implementation of corrective actions or recommendations, etc. Ensure the DOE Audit Report Tracking System (DARTS) is updated and current.

#### **3.2 Business Management Team Leader (BMTL)**

After reviewing FS suggestions, the BMTL will take action as necessary to ensure corrective actions, recommendations, etc. are implemented after discussion with the PSO Manager.

#### **3.3 Manager, PSO**

BMTL will inform PSO Manager of any pertinent information, results, corrective actions, etc. and conduct any further discussions with PSO Manager as deemed necessary.

## **PROCEDURES**

See process flowchart on Audit/Appraisal/Survey Resolution.

## **REFERENCE**

- DOE Order 2300.1B, Audit Resolution and Follow-up

## **6.0 DEFINITIONS**

BMTL	Business Management Team Leader
CH	DOE Chicago Operations Office
DARTS	Department Audit Report Tracking System
DOE	U.S. Department of Energy
FS	Financial Specialist
GAO	Government Accountability Office
HQ	Headquarters
OIG	Office of Inspector General
PPPL	Princeton Plasma Physics Laboratory
PrUn	Princeton University
PSO	Princeton Site Office

**Attachment -- Process Chart Audit/Appraisal/Survey Resolution**

## Audit/Appraisal/Survey Resolution

